Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6306	SPAHRS PR File Tax Reports	Revision Date: 04/09/2018
		Version: 4

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Objective

Develop an understanding of the File Tax Reports process.

Outcome

An understanding of the process, key concepts, and menus is obtained.

Overview

The File Tax Reports process compiles and produces required quarterly and annual state and federal tax reports and also provides on-line access to the data for review by SPAHRS agencies. Reports can be requested for workers compensation, state taxes, unemployment insurance and other types of tax information. Each agency is responsible for actually filing the LBO & 5500C reports that are listed on the Submit Agency Batch Reports screen; additionally, they are responsible for reviewing the Audit W-2 Information following the last pay period in the calendar year.

The control agency reports can be accessed in the File Tax Reports process. DFA will run W-2's and file the 941's and MS State Income Tax Quarterly Report for all employees and workers processed through SPAHRS using the State's tax identification number; agencies are not responsible for producing these reports.

Several display options are provided for agencies to view W-2 detail and summary information and quarterly fiscal year and calendar year information. This display will only report the information for one agency number and will not be cumulative if the employee worked for more than one SPAHRS agency.

Menus

The File Tax Reports process includes its own menu that can be accessed from the Payment menu.

Users may display these reports. The reports are updated as payrolls are processed and/or updated for the given period. The Display Accumulated W-2 Info by Fiscal Quarter report only displays retirement information.

File Tax Reports

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

```
FMSAS23   PHV1         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/18/2012
PHIMAINU  PHIMAINM                   Payment Menu                        09:41 AM

              Code      Description                        FastPath

              CP    Calculate Pay                          CALC
              GS    Generate SAAS Transactions             SAAS
              RD    Remit Taxes and Deductions Menu        REMD
              DP    Distribute Pay                         DISP
              PA    Approve/Release Pay                    RPAY
              FT    File Tax Reports                       FIAX
              AP    Adjust Pay                             ADJP
              PT    Earnings, Tax, and Deduction Tables    ETDT
              OT    Other Payroll Tables                   PAYT
              PR    Payroll Reports



         Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Your Action ...	System Response ...
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.

```
FMSAS23   PHV4         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/18/2012
PHIMAINU  PHIMAINM               File Tax Reports Menu                   09:44 AM

              Code      Description                        FastPath

              PF    Display Accumulated W-2 Info by Agency
              QC    Display Accumulated W-2 Info by Calendar Qtr
              QF    Display Accumulated W-2 Info by Fiscal Qtr
              WS    Display Accumulated W-2 Info by SSN
              SQ    Display Payroll Summary by Qtr
              SB    Submit Agency Batch Reports            SBR1
              SC    Submit Control Batch Reports           SBR2
              MW    Maintain Workers Comp Agency Codes     WCCD
              W2    Actual W-2 Detail Information
              SR    Submit 941 Reports By Run Number
              TI    OASDI Wages Transferred Into SPAHRS
              WA    W2 Adjustments

         Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Browses

The File Tax Reports process includes five options to view payroll information including W-2 figures, calendar year and fiscal year totals. Three options are available to on-line SPAHRS agencies for viewing and two options are for DFA-only viewing.

Display Accumulated W-2 Info by Agency

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **PF** (Display Accumulated W-2 Info by Agency) from File Tax Reports Menu and press ENTER.	The Display Accumulated W-2 Info by Agency screen will appear.

```
FMSAS23  PHV1       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/18/2012
PHPFDW2D PHPFDW1M       Display Accumulated W-2 Info by Agency         10:24 AM
                                                                       2 more >
Action: _ (B,D,N)                  Agency: ____   Year: ____
Employee Name:
Issue Date   :
--------------------------------
a. Control Number:                     I ----------------------------------------
-------------------------------------I   Wages, tips:    I    Fed Tax withheld:
Employer ID: _____                I                  I
-------------------------------------I ------------------I--------------------
c. Employer Name, Address & ZIP:  I    SSN Wages:       I    SSN tax withheld:
  _____  I                     I
  _____  I------------------I--------------------
  _____  I    MED wages, tips:I    MED tax withheld:
  _____  I                    I
--------------------------------I---------------------------------------------
d. Employee's SSN:                I    SSN tips:        I    Allocated tips:
Employee SSN: _____           I                     I
-------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End        Note        Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
4. Choose Display and enter the following: **Agency**: The 4-digit agency code. **Year/Fiscal Year**: The calendar year or fiscal year of record. **SSN**: The social security number of employee.	
5. Press ENTER.	Information displayed includes Wages, Taxes and all W-2 detail information.
6. Press PF11 to access the second Panel of this screen.	

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/17/2015
PHPFDW2D PHPFDW2M    Display Accumulated W-2 Info by Agency         10:12 AM
< 1 more                                                            1 more >
Action: _ (B,C,D,N)              Agency:      Year:
Employee Name:
---------------------------------------------------------------------------
d. Employee's SSN:               I    Advance EIC:   I    Dep care benefit:
      -  -____                    I                   I
---------------------------------------------------------------------------
Employee Name, Address & ZIP:    I    Nonqualified plans:
_____  I---------------------------------------
_____  I    Benefits included:
_____  I---------------------------------------
_____  I    Codes A thru DD: I  __
                                 I    _                 I  __
                                 I    _                 I
                                 I    _                 I  Other:
                                 I    _                 I  ____
                                 I    _                 I  ____
---------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End            Note          Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```
FMSAS23  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/18/2012
PHPFDW2D PHPFDW3M    Display Accumulated W-2 Info by Agency         10:29 AM
< 2 more
Action: _ (B,D,N)                Agency:      Year:
Employee Name:
---------------------------------------------------------------------------
d. Employee's SSN:               I    Statutory employee:  _
      -  -____                    I    Deceased             _
---------------------------------------I    Pension plan         _
Employee Name, Address & ZIP:    I    Legal Rep            _
_____  I    Deferred Comp.       _
_____  I---------------------------------------
_____  I    State:      I Employer's State ID:
_____  I    __          I  _____
                                 I---------------------------------------
---------------------------------------I    Locality name:I    Local wages:
     State Wages: I    State Tax:  I    _____   I
                 I               I   ---------------------------------------
                 I               I    Local income tax:
---------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End            Note          Bkwd  Fwd         Left  Right Quit
```

Display Accumulated W-2 Info by Calendar Qtr

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **QC** (Display Accumulated W-2 Info by Calendar Qtr) and press ENTER.	The Display Accumulated W-2 Info by Calendar Qtr screen will appear.

```
FMSAS23  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/18/2012
PHPFQC1D PHPFQC1M    Display Accumulated W-2 Info by Calendar Qtr      10:41 AM
                                                                       2 more >
Action: _ (B,D,N)              Agency: ____   Year: ____ Quarter: _
Employee Name:
Issue Date   :
-----------------------------------
a. Control Number:                 I -----------------------------------------
-----------------------------------I   Wages, tips:    I   Fed Tax withheld:
Employer ID: _____             I                   I
-----------------------------------I -----------------I-----------------------
c. Employer Name, Address & ZIP:   I   SSN Wages:      I   SSN tax withheld:
   _____  I                   I
   _____  I-----------------I-----------------------
   _____  I   MED wages, tips:I   MED tax withheld:
   _____  I                   I
-----------------------------------I-----------------------------------------
d. Employee's SSN:                 I   SSN tips:       I   Allocated tips:
Employee SSN: _____            I                   I
-------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End        Note                           Left  Right Quit
```

Your Action ...	System Response ...
4. Choose Display and enter the following: **Agency**: The 4-digit agency code. **Year/Fiscal Year**: The calendar year or fiscal year of record. **SSN**: The social security number of record.	
5. Press ENTER.	Information displayed includes Wages, Taxes and all W-2 detail information for the specified calendar quarter.
6. Press PF11 to access the second Panel of this screen.	

```
PHFNC10  PHVD     STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/04/2018
PHPFQC1D PHPFDW2M  Display Accumulated W-2 Info by Calendar Qtr      01:04 PM
< 1 more                                                          1 more >
Action: _ (B,D,N)              Agency:      Year:
Employee Name:
------------------------------------------------------------------------------
d. Employee's SSN:              I    Advance EIC:   I     Dep care benefit:
      -  -____                  I                   I
------------------------------------------------------------------------------
Employee Name, Address & ZIP:   I     Nonqualified plans:
  _____  I------------------------------------------
  _____  I       Benefits included:
  _____  I------------------------------------------
  _____  I   Codes A thru DD: I  __
                                I    _               I  __
                                I    _               I
                                I    _               I  Other:
                                I    _               I  ____
                                I    _               I  ____
------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End         Note                        Left  Right Quit
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```
FMSAS23  PHV1     STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     07/18/2012
PHPFQC1D PHPFDW3M  Display Accumulated W-2 Info by Calendar Qtr      10:45 AM
< 2 more
Action: _ (B,D,N)              Agency:      Year:
Employee Name:
------------------------------------------------------------------------------
d. Employee's SSN:              I     Statutory employee:  _
      -  -____                  I     Deceased             _
--------------------------------I     Pension plan         _
Employee Name, Address & ZIP:   I     Legal Rep            _
  _____  I     Deferred Comp.       _
  _____  I------------------------------------------
  _____  I     State:       I Employer's State ID:
  _____  I      __          I  _____
                                I------------------------------------------
--------------------------------I     Locality name:I    Local wages:
    State Wages: I   State Tax:  I     _____  I
                I               I ------------------------------------------
                I               I     Local income tax:
------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End         Note                        Left  Right Quit
```

Display Accumulated W-2 Info by Fiscal Qtr

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **QF** (Display Accumulated W-2 Info by Fiscal Qtr) and press ENTER.	The Display Accumulated W-2 Info by Fiscal Qtr screen will appear.

```
FMSAS23  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/18/2012
PHPFQF1D PHPFQF1M    Display Accumulated W-2 Info by Fiscal Qtr       11:03 AM
                                                                      2 more >
Action: _ (B,D,N)              Agency: ____ Fiscal Year: ____  Quarter: _
Employee Name:
Issue Date   :
------------------------------------
a. Control Number:                   I ----------------------------------------
------------------------------------I   Wages, tips:    I    Fed Tax withheld:
Employer ID: _____               I                  I
------------------------------------I ------------------I--------------------
c. Employer Name, Address & ZIP:  I   SSN Wages:        I    SSN tax withheld:
   _____         I                  I
   _____         I------------------I--------------------
   _____         I   MED wages, tips:I    MED tax withheld:
   _____         I                  I
------------------------------------I----------------------------------------
d. Employee's SSN:                   I   SSN tips:       I    Allocated tips:
Employee SSN: _____              I                  I
-----------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note                            Left  Right Quit
```

Your Action ...	System Response ...
4. Choose Display and enter the following: **Agency**: The 4-digit agency code. **Year/Fiscal Year**: The calendar year or fiscal year of record. **SSN**: The social security number of record.	
5. Press ENTER.	Data for the "Display Accumulated W-2 Info by Fiscal Qtr" report only includes the retirement information. It does not include Wages, Taxes and all W-2 detailed information for the specified fiscal quarter.
6. Press PF11 to access the second Panel of this screen.	

```
PHFNC10   PHVD      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/04/2018
PHPFQF1D PHPFDW2M    Display Accumulated W-2 Info by Fiscal Qtr       01:10 PM
< 1 more                                                             1 more >
Action: _ (B,D,N)            Agency:        Year:
Employee Name:
-----------------------------------------------------------------------------
d. Employee's SSN:                 I    Advance EIC:   I    Dep care benefit:
      -  -____                      I                   I
-----------------------------------------------------------------------------
Employee Name, Address & ZIP:      I    Nonqualified plans:
   _____    I--------------------------------------
   _____    I     Benefits included:
   _____    I--------------------------------------
   _____    I   Codes A thru DD: I   __
                                   I   _                I   __
                                   I   _                I
                                   I   _                I   Other:
                                   I   _                I   ____
                                   I   _                I   ____
-----------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note                         Left  Right Quit
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```
FMSAS23   PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/17/2015
PHPFQF1D PHPFDW3M    Display Accumulated W-2 Info by Fiscal Qtr       10:33 AM
< 2 more
Action: _ (B,C,D,N)          Agency:        Year:
Employee Name:
-----------------------------------------------------------------------------
d. Employee's SSN:                 I    Statutory employee:  _
      -  -____                      I    Deceased             _
-----------------------------------I    Pension plan          _
Employee Name, Address & ZIP:      I    Legal Rep             _
   _____    I    Deferred Comp.        _
   _____    I------------------------------------
   _____    I    State:         I Employer's State ID:
   _____    I     __            I   _____
                                   I------------------------------------
-----------------------------------I    Locality name:I    Local wages:
    State Wages: I    State Tax:   I     _____   I
                I                  I ------------------------------------
                I                  I    Local income tax:
-----------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note                         Left  Right Quit
```

Display Accumulated W-2 Info by SSN (DFA USE ONLY)

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **WS** (Display Accumulated W-2 Info by SSN) and press ENTER.	The Display Accumulated W-2 Info by SSN screen will appear.

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     07/18/2012
PHPFSW2D PHPFSW1M        Display Accumulated W-2 Info by SSN           11:13 AM
                                                                       2 more >
Action: _ (B,D)                    Year: ____
Employee Name:
Issue Date   :
----------------------------------
a. Control Number:                  I ----------------------------------------
----------------------------------I   Wages, tips:    I    Fed Tax withheld:
Employer ID: _____             I                  I
----------------------------------I ------------------I--------------------
c. Employer Name, Address & ZIP:   I   SSN Wages:     I    SSN tax withheld:
   _____       I                  I
   _____       I------------------I--------------------
   _____       I   MED wages, tips:I   MED tax withheld:
   _____       I                  I
----------------------------------I----------------------------------------
d. Employee's SSN:                  I   SSN tips:      I    Allocated tips:
Employee SSN: _____             I                  I
------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End        Note                           Left  Right Quit
```

Your Action ...	System Response ...
4. Choose Display and input the following: **Year/Fiscal Year**: The calendar year or fiscal year of record. **SSN**: The social security number of record.	
5. Press ENTER.	Information displayed includes Wages, Taxes and all W-2 detail information.
6. Press PF11 to access the second Panel of this screen.	

```
PHFNC10   PHVD        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/04/2018
PHPFSW2D PHPFDW2M        Display Accumulated W-2 Info by SSN           01:16 PM
< 1 more                                                              1 more >
Action: _ (B,D)               Agency:        Year:
Employee Name:
------------------------------------------------------------------------------
d. Employee's SSN:                    I    Advance EIC:   I    Dep care benefit:
       - -___                         I                   I
------------------------------------------------------------------------------
Employee Name, Address & ZIP:         I    Nonqualified plans:
   _____   I-------------------------------------------
   _____   I     Benefits included:
   _____   I-------------------------------------------
   _____   I   Codes A thru DD: I   __
                                      I   _                I   __
                                      I   _                I
                                      I   _                I    Other:
                                      I   _                I   ___
                                      I   _                I   ___
------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                          Left  Right Quit
```

Your Action ...	System Response ...
7. Press PF11 to access the third Panel of this screen.	

```
PHFNC10   PHVD        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/04/2018
PHPFSW2D PHPFDW3M        Display Accumulated W-2 Info by SSN             01:17 PM
< 2 more
Action: _ (B,D)                   Agency:        Year:
Employee Name:
------------------------------------------------------------------------------
d. Employee's SSN:                     I     Statutory employee:  _
       _ -_-____                        I     Deceased             _
---------------------------------I     Pension plan          _
Employee Name, Address & ZIP:          I     Legal Rep            _
    _____        I     Deferred Comp.       _
    _____        I-------------------------------------
    _____        I     State:          I Employer's State ID:
    _____        I      __              I    _____
                                        I-------------------------------------
---------------------------------I     Locality name:I     Local wages:
     State Wages: I      State Tax:  I      _____       I
                 I                   I  ------------------------------------
                 I                   I     Local income tax:
------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End        Note                         Left  Right Quit
```

Display Payroll Summary by Qtr (DFA USE ONLY)

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **SQ** (Display Payroll Summary by Qtr) and press ENTER.	The Display Payroll Summary by Qtr screen will appear.

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     07/18/2012
PHPFWI1D PHPFWI1M        Display Payroll Summary by Qtr               11:23 AM
                                                                     1 more >
Action: _ (B,C,D,N)    Year: ____  SSN: _____  _____

                   Qtr. 1         Qtr. 2         Qtr. 3         Qtr. 4      TOTAL
Gross Wages :          I              I              I              I
EIC         :          I              I              I              I
Federal Tax :          I              I              I              I
FICA Tax    :          I              I              I              I
Medicare    :          I              I              I              I
Retirement  :          I              I              I              I
State Tax   :          I              I              I              I
MCARE Wages :          I              I              I              I
FICA Wages  :          I              I              I              I
Defer Pay   :          I              I              I              I
Taxable Life:          I              I              I              I



Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End        Note                             Left  Right Quit
```

Your Action ...	System Response ...
4. Choose Display and input the following: **Year**: The calendar year record. **SSN**: The social security number of record.	
5. Press ENTER.	Information displayed includes Wages, Taxes and a summary of all W-2 detail information by quarter.
6. Press PF11 to access the second Panel of this screen.	

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/18/2012
PHPFWI1D PHPFWI2M           Display Payroll Summary by Qtr               11:24 AM
< 1 more
Action: _ (B,C,D,N)    Year: ____  SSN: _____  _____

                  Qtr. 1       Qtr. 2        Qtr. 3        Qtr. 4      TOTAL
TPSC1        :         I            I             I             I
TPSC2        :         I            I             I             I
Vehicle      :         I            I             I             I
House        :         I            I             I             I
Child Care   :         I            I             I             I
Cafe Plan    :         I            I             I             I
Taxable Wages:         I            I             I             I




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End           Note                            Left  Right Quit
```

Reports

Users may display these reports. These reports are updated as payrolls are processed and/or updated for the given period.

Agencies run some of these reports, and submit them to the control agencies.

Submit Agency Batch Reports

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **SB (**Submit Agency Batch Reports) from the File Tax Reports Menu and press ENTER.	The Submit Agency Batch Reports screen will appear.

```
FMSAS23  PHV1   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM        07/18/2012
PHPFBS1D PHPFBS1M             Submit Agency Batch Reports            12:48 PM
Jul 18,12                                                            12:48 PM



                    Workers Compensation Report: _ (A)ctual or (E)stimate
                        State Tax Deposit Report: _
           Additional State Tax Report per Agency: _
                    5500C on Requirement Report: _
                          Audit W-2 information: _
                                     LBO Report: _
                      Special Exemption and EIC: _
                     MESC Quarterly Wage Report: _
                     Federal Tax Deposit Report: _






Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
4. Select only 1 of the following reports at a time: Workers Compensation Report: (A)ctual or (E)stimate: Enter **A** for Actual or **E** for Estimate to request the Worker's Compensation Report. State Tax Deposit Report: Enter "**Y**" to request the state tax report in the file tax segment. Additional State Tax Report per Agency: Enter "**Y**" to request the report for the additional state tax in file tax segment. 5500C on Requirement Report: Enter "**Y**" to request 5500-C report in file tax segment. Audit W-2 information: Enter "**Y**" to request the audit W-2 information report. LBO Report: Enter "**Y**" to request the LBO report. Special Exemption and EIC: Enter "**Y**" to request the special exemption and EIC report. MESC Quarterly Wage Report: Enter "**Y**" to request the MESC quarterly wage report. Federal Tax Deposit Report: Enter "**Y**" to request the Fed Tax Deposit Report.	

Your Action ...	System Response ...
5. Press ENTER.	
6. Enter the following information: **SPAHRS Agency:** Enter the SPAHRS Agency number(s). **Year:** Enter the Year for the reports to be requested.	
7. Press ENTER.	The Batch Job Submission Screen will appear.
8. Press ENTER.	Job processed successfully.

Submit Control Batch Reports (DFA USE ONLY)

Submit Control Batch Reports

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **SC** (Submit Control Batch Reports) from the File Tax Reports Menu and press ENTER.	The Submit Control Batch Reports screen will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/18/2012
PHPFBS2D PHPFBS2M           Submit Control Batch Reports            01:39 PM
                                                                    1 more >
                         Year: ____   Quarter: _


                          Generate W-2s: N
                        Issue W-3/W-3 Cs: N
          941s earnings quarterly Register  : N
               941s Tax Liability Report : N Total Page Only: _ (Y)
                  941s Tax Deposit Report : N
                  Special Exemption and EIC : N
     941s Tax Deposit Report by Run Number : N
     ------------------------------------------------------------------------
                          Print W-2 forms    N
                Print corrected W-2 forms    N

     All Agency: N       BY Run Number: N            Run Number: _____
     Agency    : ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
     * To generate the original IRS tape ask operator to run PHIRSOR
     * To generate the correction IRS tape ask operator to run PHIRSCOR
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                      Left  Right Quit
```

our Action ...	System Response ...
4. Enter the following: **Year:** Enter the Year for the reports to be requested. **Quarter**: Enter the specific quarter requested on the report. Generate W-2s: Enter "**Y**" to request a generated W-2s report. Issue W-3/W-3 Cs: Enter "**Y**" to request an issue W-3/W-3 Cs report. 941s earnings quarterly Register: Enter "**Y**" to request 941 reports. 941s Tax Liability Report: Enter "**Y**" to request 941 tax liability reports. Total Page Only: Enter "**Y**" to request only the page total. 941s Tax Deposit Report: Enter "**Y**" to request 941 tax deposit reports. Special Exemption and EIC: Enter "**Y**" to request the special exemption and EIC report. Tax Deposit Report by Run Number: Enter "**Y**" to request the tax report by run number report. Print W-2 forms: Enter "**Y**" to print the W-2 forms. Print corrected W-2 forms: Enter "**Y**" to print the corrected W-2 forms. All Agency: Enter "**Y**" to run the report for all agencies or "**N**" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies. BY Run Number: Enter "**Y**" to run the report by payroll run number. Run Number: Enter the payroll run number. **Agency:** Enter the SPAHRS Agency number(s).	
5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.

W2 Balancing Reports

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **SC** (Submit Control Batch Reports) from the File Tax Reports Menu and press ENTER.	The Submit Control Batch Reports screen will appear.
4. Press PF11 to access the W-2 Balancing Reports screen.	The W2 Balancing Reports screen will appear.

```
PHFNC10  PHVD       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/04/2018
PHPFBS2D PHPFBS4M              W2 Balancing Reports                  01:34 PM
< 1 more


   01 - Combined Wage Base Difference    02 - Employee FICA Max(Combined)
   03 - Death Benefits                   04 - Incorrect Addresses
   05 - Child Care                       06 - Taxable Life/Deferred Comp
   07 - Trans Audit(HOSTX,VEHIC,ect)     08 - W2 Box Summary - By Agency
   09 - W2 Box Summary - Statewide       10 - W2 w/Negative Amts Zeroed Out
   11 - W2 w/Zero In All Boxes - Drop    12 - W2 Difference in Box1 & Box17
   13 - Expired FICA w/Active FIT        14 - W2 w/Negative in Box1 & Box17
   15 - Retirement Max By Fiscal Year    16 - Employees 90% of FICA Max
   17 - Employees Receiving W2 & 1099    18 - W2 Difference In MCARE/FICA Wages
   19 - Workers in More than One Agency  20 - Deduction Codes w/W2 Rptg Class
              Report Number: __     Wage Base Amt: _____ (Opt 19)
        Calendar/Fiscal Year: ____
             Transaction Code: _____
           Starting Pay Date: _____ (MMDDYYYY)
             Ending Pay Date: _____ (MMDDYYYY)
                  Print File:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                   Left  Right Quit
```

Your Action ...	System Response ...
5. Enter the following information: **Report Number:** Enter the number of the report being requested. Wage Base Amt: (Opt 19): Enter the wage base amount if report #19 is being requested **Calendar/Fiscal Year:** Enter the calendar or fiscal year for which the report being requested. Transaction Code: Enter the transaction code for which the report is being requested. Starting Pay Date: Enter the starting pay date for which the report is being requested. Ending Pay Date: Enter the ending pay date for which the report is being requested. Print File: Will be generated once the report has been submitted.	
6. Press ENTER.	The Batch Job Submission Screen will appear.
7. Press ENTER.	Job processed successfully.

Maintain Workers Compensation Agency Codes

The Maintain Workers Comp Agency Code screen is used to maintain the codes for workers compensation groups and workers compensation percentages.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **MW** (Maintain Workers Comp Agency Codes) from the File Tax Reports Menu and press ENTER.	The Maintain Workers Comp Agency Codes screen will appear.

```
FMSAS23  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/24/2012
PHPFAC1D PHPFAC1M        Maintain Workers Comp Agency Codes           10:45 AM

 *Action: _ (A,D,M,N,P)


  Workers Compensation Group.....: _____

*Master Agency Number...........: _____
  Workers Compensation Group Name: _____
  Workers Compensation Percentage: _____






                                   _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Workers Compensation Group**: A group unique to Workers Compensation. It allows employees in a Master Agency to be grouped according to their Workers Compensation contributions.	
5. Press ENTER.	
6. Enter the following information: ***Master Agency Number**: Enter the Master Agency Number for the Agency. **Workers Compensation Group Name**: The name of a group unique to Workers Compensation. **Workers Compensation Percentage**: State Worker's Compensation Rate for an agency.	
7. Press ENTER.	The system will display the following message: Workers Comp Group X added/displayed successfully.

Actual W-2 Detail Information

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **W2** (Actual W-2 Detail Information) from the File Tax Reports Menu and press ETNER.	The Actual W-2 Detail Information screen will appear.

```
FMSAS23  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/24/2012
PHPFW21D PHPFW21M           Actual W-2 Detail Information              11:04 AM
                                                                      2 more >
  Action: _  (B,C,D,N)          Agency: ____   Year: ____   SSN: _____
  Employee Name:
  Issue Date   :
---------------------------------
a. Control Number:                   I------------------------------------------
---------------------------------I    Wages, tips      I    FED tax withheld
b. Employer ID No.: _____        I                 I
---------------------------------------------------------------------------------
c. Employer's name and address:      I    SSN wages     I    SSN tax withheld
                                     I                 I
   _____      I------------------------------------------
   _____      I    MED wages & tips I   MED tax withheld
   _____      I                 I
---------------------------------I------------------------------------------
d. Employee's SSN:                   I    SSN tips       I    Allocated tips
      -  -                            I                 I
---------------------------------I------------------------------------------
Direct Command: _____ P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note       Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Agency:** Enter the agency four-digit number. **Year:** Enter the specific tax year. **SSN:** Enter the social security number of the employee.	
5. Press ENTER.	The requested employee's information is displayed.
6. Press PF11 to access the second panel of this screen.	

```
PHFNC10  PHVK      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/09/2018
PHPFW21D PHPFW22M          Actual W-2 Detail Information            09:59 AM
< 1 more                                                           1 more >
  Action: _  (B,C,D,N)            SSN: _____   Year: ____
  Employee Name:
------------------------------------------------------------------------------
d. Employee's SSN:                   I     Advance EIC    I     Dep care benefit
     - -                             I                    I
---------------------------------I-----------------------------------------
e. Employee's name & address:        I      Nonqualified plans:
                                     I------------------------------------------
   _____       I      Ben. included in box 1:
   _____       I------------------------------------------
   _____       I  Codes A thru DD: I  __
                                     I   _                I  __
                                     I   _                I
                                     I   _                I  others:
                                     I   _                I  ____
                                     I   __               I  ____
------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
7. Press PF11 to access the third panel of this screen.	

```
FMSAS23  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/24/2012
PHPFW21D PHPFW23M          Actual W-2 Detail Information            11:11 AM
< 2 more
  Action: _  (B,C,D,N)            SSN:           Year: ____
  Employee Name:
------------------------------------------------------------------------------
d. Employee's SSN:                   I     Statutory employee :  _
     - -                             I     Deceased           :  _
---------------------------------I     Pension plan       :  _
e. Employee's name & address:        I     Legal Rep          :  _
                                     I     Deferred Comp.      :  _
   _____       I------------------------------------------
   _____       I     State          I Employer's state I.D
   _____       I      __            I  _____
                                     I-----------------I--------------------
---------------------------------I     locality name I     Local wages
   State Wages  I     State tax   I     _____     I
               I                  I-----------------------------------------
               I                  I     Local income tax :
------------------------------------------------------------------------------
Direct Command: _____ P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd        Left  Right Quit
```

Submit 941 Reports By Run Number

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **SR** (Submit 941 Reports By Run Number) from the File Tax Reports Menu and press ENTER.	The Submit 941 Reports By Run Number screen will appear.

```
FMSAS23  PHV4   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/25/2012
PHPFBS3D PHPFBS3M          Submit 941 Reports By Run Number        10:21 AM
Jul 25,12                                                          10:21 AM




                        Audit W-2 information: _
                        941s earnings Register: _



   All Agency: N
   Agency     : ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
   Payroll run numbers: Starting Run Number: _____
                        Ending Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                             Quit
```

Your Action ...	System Response ...
4. Enter the following information: Audit W-2 information: Enter "**Y**" to request the audit W-2 information report. 941s earnings Register: Enter "**Y**" to request the audit 941 information report All Agency: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies. Agency: Enter the 4-digit agency number.	

Your Action ...	System Response ...

Continue enter the following information.
 	
Payroll run numbers:
   Starting Run Number: Enter the
    starting payroll run number.
   Ending Run Number: Enter the ending
    payroll number.	

5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.

OASDI Wages Transferred Into SPAHRS

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **TI** (OASDI Wages Transferred Into SPAHRS) from the File Tax Reports Menu and press ENTER.	The OASDI Wages Transferred Into SPAHRS screens will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     07/25/2012
PHPCWBTP PHPCWBTM         OASDI Wages Transferred Into SPAHRS           10:41 AM




Report Date Range from: __ __ ____  To: __ __ ____
         All Agencies: N    OR Specify
               *Agency: ____
                        ____
                        ____
                        ____
                        ____
                        ____
                        ____
                        ____
                        ____
                        ____




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Report Date Range from & to:** Enter the From and To dates for which the report is being requested. All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies. Agency: Enter the 4-digit agency number.	
5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.

W-2 Adjustments (DFA ONLY)

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **WA** (W-2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W-2 Adjustments Menu will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/25/2012
PHIMAINU PHIMAINM              W2 Adjustments Menu                     11:13 AM

        Code      Description                            FastPath

        AW    Adjust W2 Record
        A1    ACE W2 Adjustment
        A2    Upload W2 Changes to the ACE Application









    Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                                                  Quit
```

Adjust W2 Record (DFA ONLY)

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **WA** (W2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W2 Adjustments Menu will appear.
4. Choose **AW** (Adjust W2 Record) from the W2 Adjustments Menu and press ENTER.	The Adjust W2 Record screen will appear.

```
PHPFW26D PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/09/2018
PHPFW26D PHPFW26M                  Adjust W2 Record                    5:10 AM

*Action (A,C,D,M,N,P) _      Name:
        State Code: __         State Id: _____        Modified:
 Year: ____ Agency: ____ *SSN: _____ SeqNumberComp: ___  PID:
WagesTipsCompens.. _____    Life Over 50000 Cd/Amt _    _____
Fed Income Taxes.. _____    Deferred 457B   Cd/Amt _    _____
SSA Wages......... _____    Shelter 403B    Cd/Amt _    _____
SSA Taxes......... _____    3rd Party Sick  Cd/Amt _    _____
MCare Wages....... _____    ROTH-403B       Cd/Amt __   _____
MCare Taxes....... _____    Health Savings  Cd/Amt _    _____
Advanced EIC...... _____    Cost of Ins.    Cd/Amt __   _____
Dependent Care.... _____    Tax Deferred Retire... __   _____
Nonqualified Plan. _____    Ins Unreim Medical.... __   _____
Benefits In Wages. _____    Statutory Emp Flag......... _
State Wages....... _____    Deceased Emp Flag.......... _
State Income Tax.. _____    Pension Plan Flag.......... _
                                   Deferred Comp Flag......... _


Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
5. Enter the following information: **Agency**: Enter the 4-digit agency number. **Year**: Enter the calendar year. ***SSN:** Enter the employee's SSN.	
6. Press ENTER.	The employee's W2 information will be display.
7. Choose **M**odify and make the necessary adjustments to the record.	

Your Action ...	System Response ...
8. Press ENTER.	The system will generate the following message: W2 YYYY-XXXXXXXXXXX-AAAA-XXX modified successfully

ACE W2 Adjustment (DFA ONLY)

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **WA** (W2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W2 Adjustments Menu will appear.
4. Choose **A1** (ACE Adjustment) form the W2 Adjustments Menu and press ENTER.	The ACE Adjustment screen will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     07/25/2012
PHPFDW3D PHPFDW5M                   ACE W2 Adjustment                  12:32 PM
                                                                       2 more >
Action: _ (A,C,D,M,N)          Year: ____        Reissued: _    Opt-In:
First Name:              Middle Initial:   Last Name:
Issue Date   :
------------------------------------
a. Control Number:               |------------------------------------------
---------------------------------|  Wages, tips:   |    Fed Tax withheld:
Employer ID:                     |     _____    |      _____
---------------------------------|-----------------|----------------------
c. Employer Name, Address & ZIP: |  SSN Wages:     |    SSN tax withheld:
   State of Mississippi          |     _____    |      _____
   MS Dept. of Finance & Admin   |-----------------|----------------------
   P.O. Box 1060                 |  MED wages, tips:|   MED tax withheld:
   Jackson, Mississippi 39215    |     _____    |      _____
---------------------------------|----------------------------------------
d. Employee's SSN:               |  SSN tips:      |    Allocated tips:
Employee SSN: _____           |     _____    |      _____
----------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                       Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **M**odify and enter the following information: **Year**: Enter the calendar year. **Employee SSN:** Enter the employee's SSN.	

Your Action ...	System Response ...
6. Press ENTER.	The employee's ACE W2 information will be display.
7. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/09/2018
PHPFDW3D PHPFDW6M                  ACE W2 Adjustment                 10:11 AM
< 1 more                                                            1 more >
Action: _ (A,C,D,M,N)          Year:


------------------------------------------------------------------------------
d. Employee's SSN:                      | Advance EIC: | Dep care benefit:
        -  -                            | _____     | _____
------------------------------------------------------------------------------
Employee Name, Address & Zip:           | Nonqualified plans: _____
 (make any necessary demo changes here) |--------------------------------
                                        |  Benefits included: _____
Name: _____ PID: _____   |--------------------------------
      _____                   | Codes A thru DD:| BB  _____
                       Suffix: ____      | C   _____    | DD  _____
Address:                                | G   _____    |
  _____      | E   _____    | Other:
  _____      | J   _____    | Ret  _____
  _____ __ ____ - ___         | W   _____    | Cafe _____
------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                      Left  Right Quit
```

Your Action ...	System Response ...
8. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/09/2018
PHPFDW3D PHPFDW7M                   ACE W2 Adjustment                    10:16 AM
< 2 more
Action: _ (A,C,D,M,N)              Year:

 ------------------------------------------------------------------------------
d. Employee's SSN:                            Statutory Employee:    _
       -  -                                   Pension Plan:          _
 ------------------------------------------   Third Party Sick Pay:  _
Employee Name, Address & ZIP:

                                             -------------------------------
                                    -         State:   │ Employer's State ID:
                                              __       │ _____
 -------------------------------------------- -------------------------------
                                              Local Wages: _____
 --------------------------------------       -------------------------------
    State Wages:        State Tax:            Local Income Tax: _____
     _____           _____
                    │
 ------------------------------------------------------------------------------
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                        Left  Right Quit
```

Your Action ...	System Response ...
9. Press ENTER.	The system will generate the following message: W2 YYYY-XXXXXXXXXXX-AAAA-XXX modified successfully

Upload W2 Changes to the ACE Application (DFA ONLY)

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **FT** (File Tax Reports) from the Payment Menu and press ENTER.	The File Tax Reports Menu will appear.
3. Choose **WA** (W2 Adjustments) from the File Tax Reports Menu and press ENTER.	The W2 Adjustments Menu will appear.
4. Choose **A2** (Upload W2 Changes to the ACE Application) form the W2 Adjustments Menu and press ENTER.	The Upload W2 Changes to the ACE Application screen will appear.

```
FMSAS23   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/25/2012
PHPFDW4D PHPFDW8M      Upload W2 Changes to the ACE Application         12:47 PM



                      Please enter 'Y' in the submit
                      field to upload W2 change information
                      from the SPAHRS Mainframe to the
                      ACE Employee Portal.

                      Please allow about five minutes for
                      your changes to be effective on the
                      ACE Employee Portal.

                           Submit:  _




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
5. Press ENTER.	The Batch Job Submission Screen will appear.
6. Press ENTER.	Job processed successfully.